



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/7/19	<u>Interviewer:</u> CM	RFA # 19-08
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED] Student		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: ☒ Male ☐ Female ☐ Other :
 ☒ He/Him/His ☐ She/Her/Hers ☐ They/Them/Theirs ☐ Other :
 ☐ Administrator ☐ Faculty ☐ Staff ☒ Student

Concern Regarding: ☒ Male ☐ Female ☐ Other:
 ☒ He/Him/His ☐ She/Her/Hers ☐ They/Them/Theirs ☐ Other :
 ☐ Administrator ☐ Faculty ☒ Staff ☐ Student
 ☐ Other:

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2.5.19	Bias incident report	[REDACTED] submitted a Bias incident report through the EO website.
2.5.19	[REDACTED] Email to [REDACTED]	[REDACTED] email to [REDACTED] supervisor in [REDACTED] indicating EO had been contacted and indicating a concern.
2.5.19	[REDACTED] email to SGS	[REDACTED] email to SGS informing SGS of concern and asking for guidance as how best to respond.
2.5.19	SGS phone call to [REDACTED]	SGS phone call to [REDACTED] SGS explained the role of the EO office and

		indicated CM would call him tomorrow to make an appointment. [REDACTED] indicated he was free at 12:00 for the phone call.
2.6.19	CM phone call to [REDACTED]	CM phone call to [REDACTED] scheduled meeting for 2.7.19 at 2:30-3:30
2.7.19	CM meeting with [REDACTED] in the EO office	<p>CM meeting with [REDACTED] in the EO office. [REDACTED] indicated sometime last year, he began using the app "Grinder" which he indicated is primarily used by the LGBTQ+ community. [REDACTED] said it is not uncommon for people to not have profile pictures on their profiles. [REDACTED] said [REDACTED] did not have a photo on his profile- and messaged him. [REDACTED] requested a photo and immediately recognized [REDACTED] as a Western Administrator, as he had participated in the [REDACTED] program [REDACTED] indicated he then blocked [REDACTED] on the app. [REDACTED] said at various times- he has had that he attended WWU in his profile information, but not always. [REDACTED] indicated he is always recognizable in his profile- he includes a picture that clearly shows his face.</p> <p>[REDACTED] said when a person is blocked, the person who did the blocking no longer appears on the app for the blocked person, but the person who was blocked is not notified. [REDACTED] said if a person deletes the app, then re-downloads it, their blocked contacts are not saved in the app. [REDACTED] said he had deleted and re-downloaded the app a number of times. As a result, [REDACTED] said the same thing as described above ([REDACTED] would have no picture on his profile, he would reach out to [REDACTED] who would request a photo- then once [REDACTED] realized who he was talking to- he would block [REDACTED] happened approximately 6 times over the course of Winter and Spring Quarter, 2018. [REDACTED] said he went home for the summer and was not contacted by [REDACTED] [REDACTED] said the app is location based- so it only shows you the profiles of individuals who are in your immediate geographical area).</p> <p>[REDACTED] said he returned to Western in September, and on October 10, 2018, [REDACTED] again messaged him. [REDACTED] indicated he again asked for a picture- and when he realized it was [REDACTED] he became irritated. [REDACTED] said he told [REDACTED] for the first time, that he knew he was an administrator in [REDACTED] at WWU and did not feel comfortable and asked [REDACTED] to please leave him alone. [REDACTED] said he believes [REDACTED] then blocked him.</p> <p>[REDACTED] said months went by and there were no concerns until January 14, 2019. On January 14, 2019, [REDACTED] participated on a panel discussion that [REDACTED] was also included. [REDACTED] indicated this made him uncomfortable and he positioned himself as far as possible from [REDACTED]</p> <p>[REDACTED] said he started using another app called "Scruff" and over the weekend of 2/2-2/3, he had been contacted by a person over that app. [REDACTED] said the person had a picture of his chest that did not include his face. [REDACTED] said the person told him he was discrete due to his job. Upon looking closer to the profile picture, and noticing the profile name included [REDACTED] initials. [REDACTED] said he realized he had again been contacted by [REDACTED] [REDACTED] said he again asked [REDACTED] to leave him along and [REDACTED]</p> <p>[REDACTED] indicated he had been interested in using a [REDACTED] through [REDACTED] but his assigned [REDACTED] would have been [REDACTED]</p> <p>[REDACTED] indicated he did not want [REDACTED] to lose his job- but said he just</p>

		<p>wanted to be left alone. [REDACTED] identified the following outcomes:</p> <ol style="list-style-type: none"> 1. Be left alone by [REDACTED] not be contacted through any apps or other means. 2. Be able to work with an [REDACTED] who is not [REDACTED] 3. Not have to work with [REDACTED] (ex. Not be on another panel with him) 4. Educate [REDACTED] about University Policies
2.7.19	CM and SGS phone call with [REDACTED]	SGS and CM phone call with [REDACTED] CM indicated she had met with [REDACTED] and very generally outlined the nature of his concern. SGS and CM indicated the matter would be handled through an informal, Request for Assistance.
2.8.19	CM phone call to [REDACTED]	CM phone call to [REDACTED] no answer, mailbox full- CM was unable to leave VM
2.8.19	CM email to [REDACTED]	CM email to [REDACTED] asking him to call the EO office
2.8.19	[REDACTED] phone call to EO	[REDACTED] phone call to EO. CM informed him that she had spoken with SGS and believes an informal resolution is an option that would be able to achieve his desired outcomes- as long as that was still what [REDACTED] wanted. [REDACTED] indicated he would like to proceed with the informal resolution. CM indicated she would be reaching out to [REDACTED] and made sure [REDACTED] was comfortable with that, which [REDACTED] indicated he was. CM informed [REDACTED] that if he had any questions or concerns, he should feel free to contact CM throughout the process.
2.8.19	CM phone call to [REDACTED]	CM phone call to [REDACTED] no answer, CM left a VM
2.8.19	[REDACTED] phone call to CM	[REDACTED] phone call to CM. CM identified self as the Title IX/Civil Rights investigator. CM informed [REDACTED] that a student brought a concern to the office. CM informed [REDACTED] that this was not a formal investigation, but an informal inquiry. CM asked if [REDACTED] had time to meet today- but there was not a time that worked, so CM and [REDACTED] scheduled a meeting for Monday, February 11, 2019 at 3:30. CM informed [REDACTED] that he was welcome to bring a support person to the meeting with him. [REDACTED] asked for more information about the concern- CM informed him that she would provide additional details during their meeting and reiterated that it was not a formal investigation or complaint.
2.10.19	Western Closure announced for 2.11.19 due to Weather Condition	
2.10.19	CM email to [REDACTED]	CM email to [REDACTED] indicating their meeting would need to be rescheduled due to the school closure. CM indicated she would get in touch with [REDACTED] to reschedule.
2.10.19	[REDACTED] email to CM	[REDACTED] email to CM asking how the meeting with [REDACTED] had gone on Friday.
2.11.19	CM email to [REDACTED]	CM email to [REDACTED] indicating she had spoken briefly with [REDACTED] on Friday and had scheduled a meeting with [REDACTED] for 2.11.19, but it had been cancelled due to the weather conditions and school being closed. However, CM indicated she would be rescheduling once school was open again.
2.12.19	Western closed due to Weather Conditions	

2.13.19	Western closed due to Weather Conditions	
2.13.19	██████ email to CM	██████ email to CM asking how the meeting went with ██████ had gone on Friday and asking if there had been any additional meeting scheduled with ██████
2.14.19	CM email to ██████	CM email to ██████ informing him that her conversation with ██████ on Friday had been a brief phone conversation to schedule the meeting for Monday- which had to be cancelled. CM indicated she would be getting in touch with ██████ to reschedule for as soon as possible.
2.14.19	CM emails with ██████	CM email to ██████ asking to reschedule meeting for 2.14 or 2.15. ██████ replied and a meeting was scheduled for 9:30 on 2.14.
2.14.19	CM meeting with ██████	<p>CM meeting with ██████ CM reviewed role of EO and various policies (1600.02, 1600.04, 1600.02A, 1600.06) and provided copies to ██████ CM reviewed the differences between an informal resolution and formal investigation. CM explained that the student had not filed a formal complaint. CM reviewed the concern brought to the EO office by the student.</p> <p>██████ very generally agreed with what the student had said- but did not provide further detail or explanation as he did not think it would be helpful to the informal process. ██████ acknowledged generally the contacts. CM indicated that if the situation were to ever become a formal complaint, he would have every opportunity to fully respond to any allegations.</p> <p>CM reviewed how even off campus conduct can implicate Title IX on campus. CM explained that the student did not want to be contacted, through any means- including on any apps- and ██████ agreed he could do that. ██████ also indicated he was no longer using the apps mentioned by CM in reviewing the concern. CM reviewed how even consensual intimate relationships are prohibited between supervisors and supervisees (1600.06)</p> <p>██████ engaged in good faith with CM and appeared to understand the concerned and agreed to the requested outcome.</p> <p>CM informed ██████ that she would be informing his supervisor- in general terms- relating to not having contact with this student and not having this student and ██████ participate in panels together. CM also indicated she would have an additional general conversation with ██████ supervisor in admissions as well for the same purpose.</p> <p>██████ understood and asked what would happen next- CM explained that CM would contact ██████ and follow up with him- and would let ██████ know when that was complete.</p>
2.14.19	CM phone call with ██████	CM phone call with ██████ ██████ requested to speak over the phone because the road conditions at his house were so bad and he was not sure when he would be able to leave. CM informed ██████ of how the conversation with ██████ went and that ██████ agreed not to contact ██████ CM informed ██████ that ██████ had indicated he was no longer using those apps. CM informed ██████ that she would be contacting ██████ in ██████ as well as ██████ in ██████ to make sure he did not have to do any programming with ██████ as well. ██████ was satisfied with the outcome of the informal resolution.
2.14.19	CM phone call with ██████	CM informed ██████ that she met with ██████ this morning and the

		conversation went well. [REDACTED] was receptive to the information provided by EO and agreed not to have contact with the student. [REDACTED] indicated she would assign [REDACTED] to a new [REDACTED] and would do that in the next few days and have the [REDACTED] reach out to [REDACTED] and would inform CM when that was done. CM indicated she would also be providing brief information to [REDACTED] in [REDACTED] but that it would be limited information for the purposes of ensuring [REDACTED] did not have to work closely with [REDACTED] on any projects.
2.14.19	CM phone call with [REDACTED]	CM informed [REDACTED] that she had spoken to [REDACTED] and explained how the conversation went. CM expressed that if everything went forward as anticipated- [REDACTED] was satisfied with the outcome. CM also emphasized for [REDACTED] that University policies prohibit relation for working with the EO- both for himself and [REDACTED] indicated he understood.
2.14.19	CM phone call to [REDACTED]	CM phone call to [REDACTED] no answer, CM left VM asking for a call back
2.14.19	CM phone call with [REDACTED]	CM told [REDACTED] that EO worked with [REDACTED] relating to a concern and [REDACTED] would feel most comfortable if he did not have to participate in a substantial way with [REDACTED] in panels and things like that with [REDACTED] CM did not provide any detail into the nature of the concern and said if [REDACTED] had any issues or needed any guidance, he was free to reach out to CM for assistance.
2.15.19	[REDACTED] email to [REDACTED]	[REDACTED] email to [REDACTED] (CC to [REDACTED] and BCC to CM), indicating that [REDACTED] had requested to [REDACTED] in [REDACTED] and asked [REDACTED] to set up a time to meet for [REDACTED]
3.8.19	CM phone call with [REDACTED]	CM phone call with [REDACTED] asked if he could come meet with CM and SGS today for a brief meeting.
3.8.19	SGS and CM meeting with [REDACTED]	SGS and CM meeting with [REDACTED] in the EO Office. SGS informed [REDACTED] that she had informed Vice President Huskey during a check in of the concern raised by [REDACTED] that the EO office handled informally. Vice President Huskey requested SGS provide her with a summary Memo. SGS informed [REDACTED] that she would be sending a summary memo to Vice President Huskey. [REDACTED] indicated he understood.
3.11.19	CM phone call to [REDACTED]	CM phone call to [REDACTED] indicated he has been working with his new [REDACTED] and things are going well. [REDACTED] indicated he has not been contacted by [REDACTED] again. CM informed [REDACTED] that a summary memo, detailing the concern and the informal resolution, would be provided by SGS to Vice President Huskey. [REDACTED] indicated he understood.
3.11.19	SGS sent Memo to VP Huskey	SGS sent memo to VP Huskey
3.20.19	SGS phone call with [REDACTED]	SGS phone call with [REDACTED] informing him that VP Huskey has requested a formal investigation into his concern.
		RFA Converted to Formal Complaint [REDACTED]